

~~SECRET~~

Classification

REPORTS INVENTORY				CONTROL NO.	
PREPARE IN DUPLICATE				DDS/OTR/153 - 27	
1. TITLE OF REPORT (If a fill-in report include Form No.) ADP MIS Semiannual Report				2. TYPE OF REPORT	STATISTICAL <input checked="" type="checkbox"/> NARRATIVE MACHINE-NAME LISTING
3. FUNCTIONAL AREA		PERSONNEL	XX TRAINING	ADMIN. GENERAL OTHER (specify)	
		LOGISTICS	SECURITY		
		MEDICAL	FINANCE		
4. NO. OF COPIES PREPARED 4		5. FREQUENCY (weekly, monthly, quarterly, etc.) Semi-Annual		6. DISTRIBUTION (No. of components not number of copies) 3	
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT BOB Circular No. A-83 Memo DDS/IPC	
10. PREPARING COMPONENT (include lowest level contributing information to report) OTR/ISS/AIR		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None			
12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
11 7	6.50 4.50	1 .5	6.50 2.25	2 2	13.00 4.50
B. COSTS OF COMPUTER PRODUCED REPORTS					
TOTAL COSTS PER YEAR \$17.50					
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.					
14. FUTURE GOALS					
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					ESTIMATED SAVINGS MAN-HOURS DOLLARS 0 0
16. DATE OF INVENTORY 9 OCT 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140154-2			18. EXTENSION STAT